

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140048-0
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Records Survey Report

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒ LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

Two

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not number of copies) 2

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

ARO/TR and HR 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OTR/ PCS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

46 (see attached sheet)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5s(5)	\$3.60		5		\$18.00		1		\$18.00
GS-6s(2)	4.00		2		8.00				8.00
GS-7s(6)	4.50		6		27.00				27.00
GS-8	4.90		1		4.90				4.90
GS-9s(3)	5.70		3		17.10				17.10
GS-10	5.80		1		5.80				5.80
GS-11	6.50		1		6.50				6.50
GS-13	9.10		1		9.10				9.10

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$96.40

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This requirement levied on by OTR Area Records Officer

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

0

DOLLARS

0 STAT

16. DATE OF INVENTORY

30 September 1970

17. INFORMATION

18. EXTENSION

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